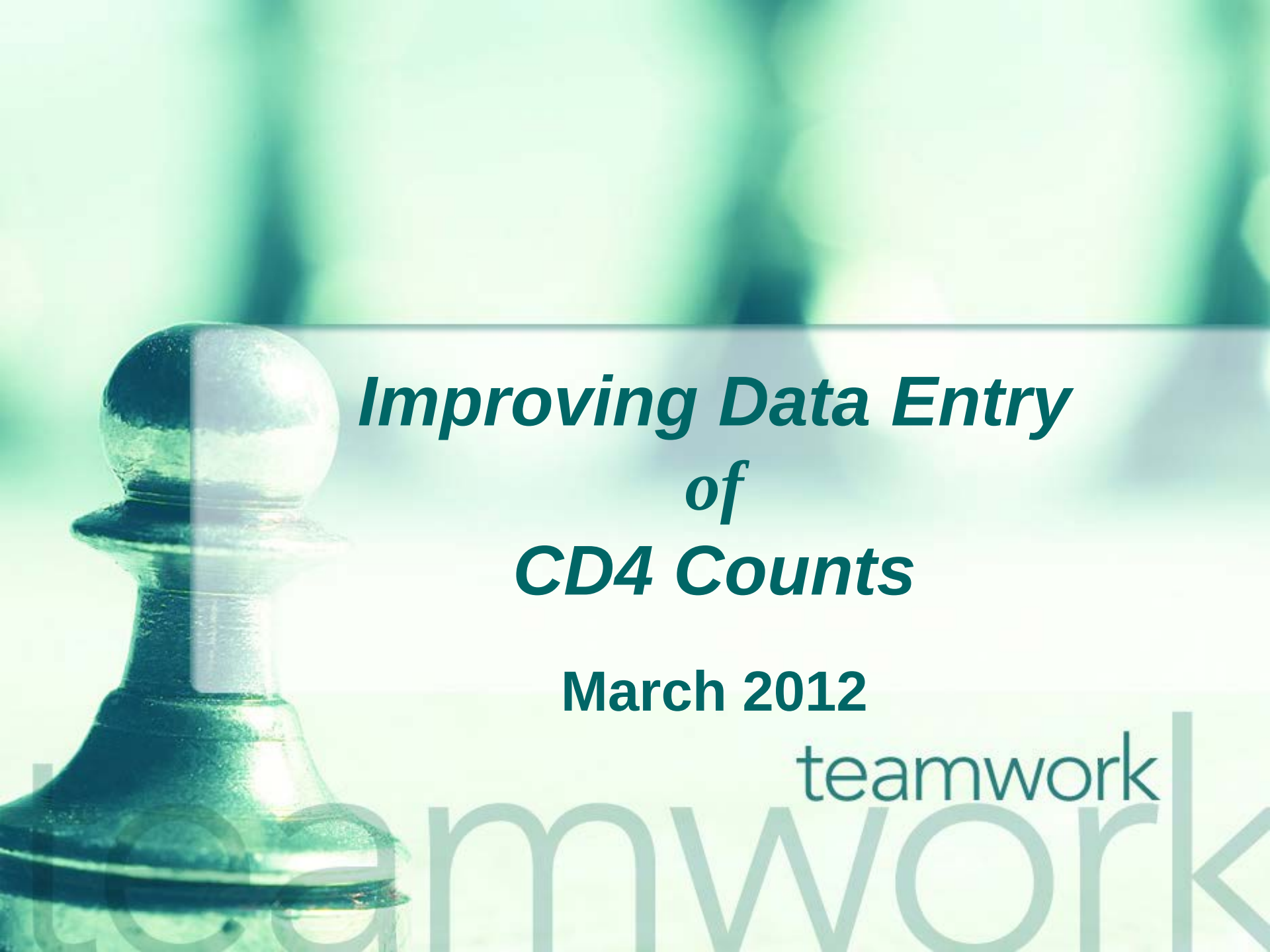

Improving Data Entry
of
CD4 Counts
March 2012
teamwork

# Welcome!

- The State Office of AIDS (OA) is continuing to work with providers to improve the quality of data that is collected and entered into ARIES.
- Today's webinar will focus on the CD4 test count fields.

# Objectives

- The Importance of CD4 Count Fields;
- Entering CD4 Test Count Fields;
- Defining the Fields Collected for CD4;
- Collecting CD4 Tips;
- CD4 Batch Data Entry;
- Running the Disease Management Report;
- Running the Fix-It: CD4 Report; and
- Questions and Answers.

# Importance of CD4 Counts

- This field is important for several reasons:
  - It helps providers monitor or assess the severity of their clients' HIV/AIDS disease.
  - It provides critical information for their clients' HIV/AIDS disease management.
  - It assists agencies, fiscal agents and the CA OA in tracking and monitoring the HIV/AIDS epidemic in their respective areas.

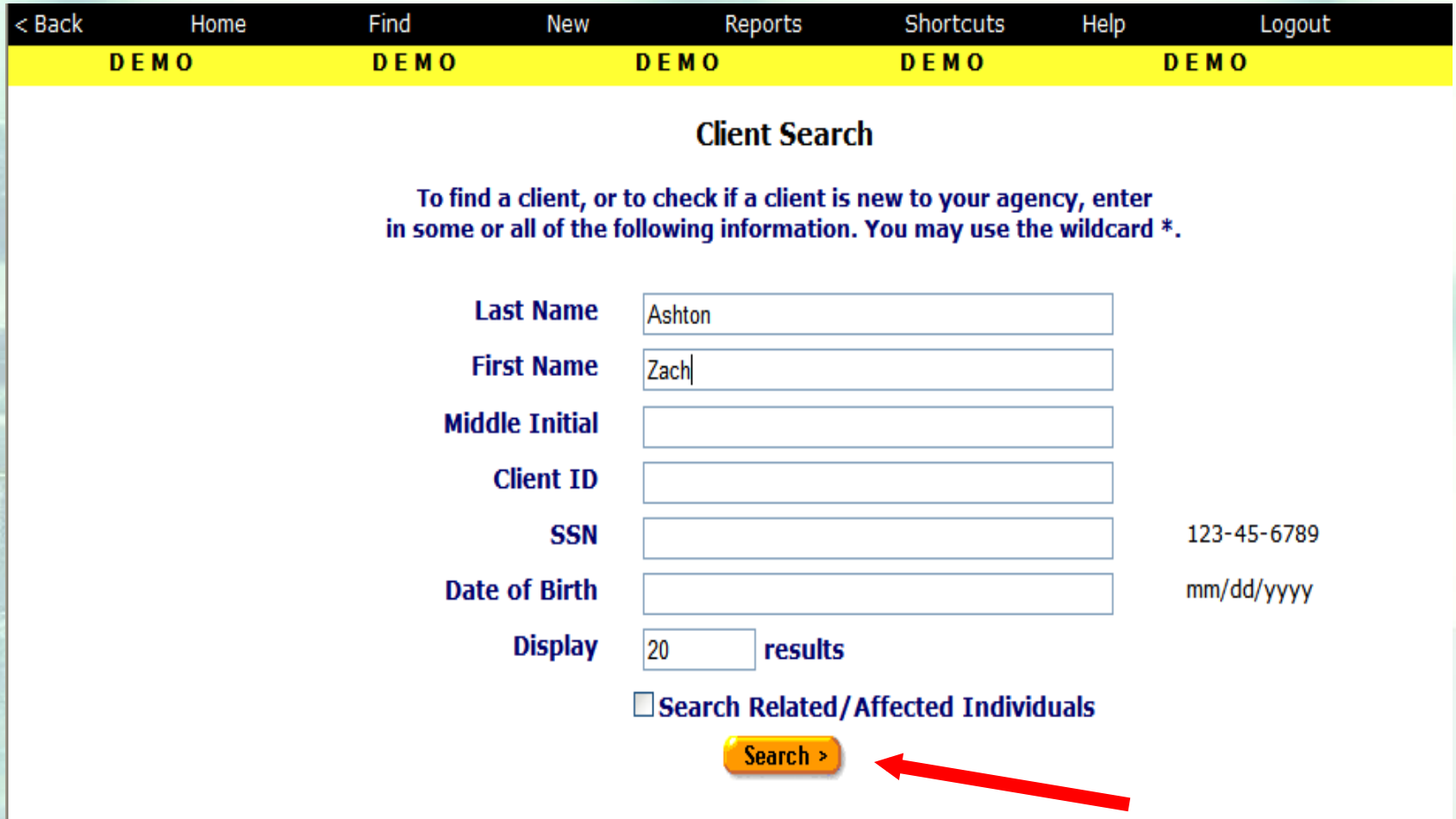
# Importance of CD4 Counts (con't)

- This field is also critical because it is required for:
  - All medical providers who receive funding through the OA HIV Care Program (HCP) and the Medi-Cal Waiver Program;
  - HRSA's Ryan White Services Report (RSR);
  - HRSA's Completeness Reports, and
  - HAB's QM Indicator Reports (CD4 is a Group 1 measure).

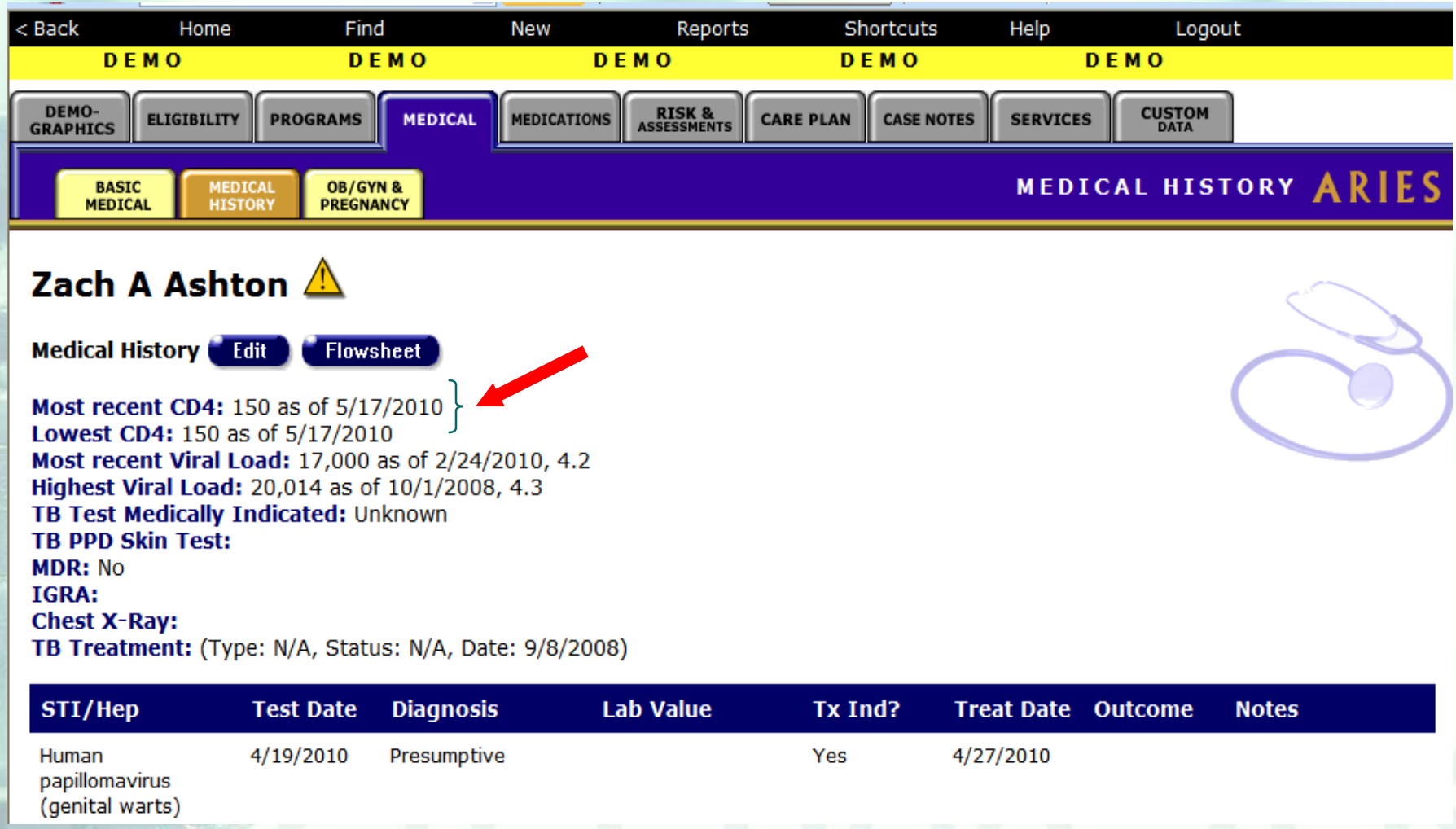
# Adding CD4 Information

- We’re going to review the steps for adding CD4 counts for an existing client.
- We’ll also give tips for collecting accurate information.

# Begin by finding the client record and going to the Medical History Subtab…



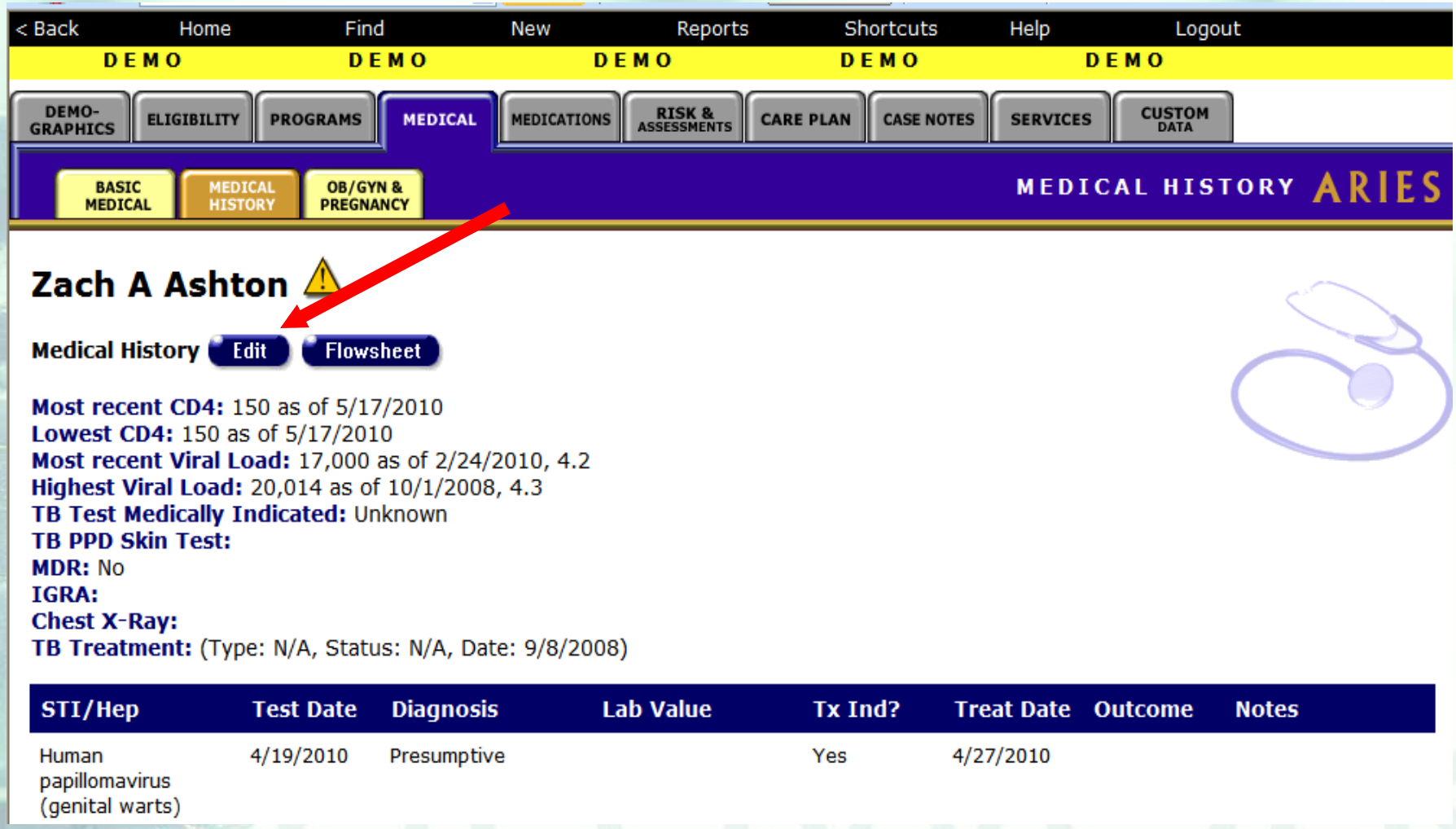
# The Medical History Read-Only screen will display several CD4 fields.



# CD4 Fields on the Medical History Read-Only Screen

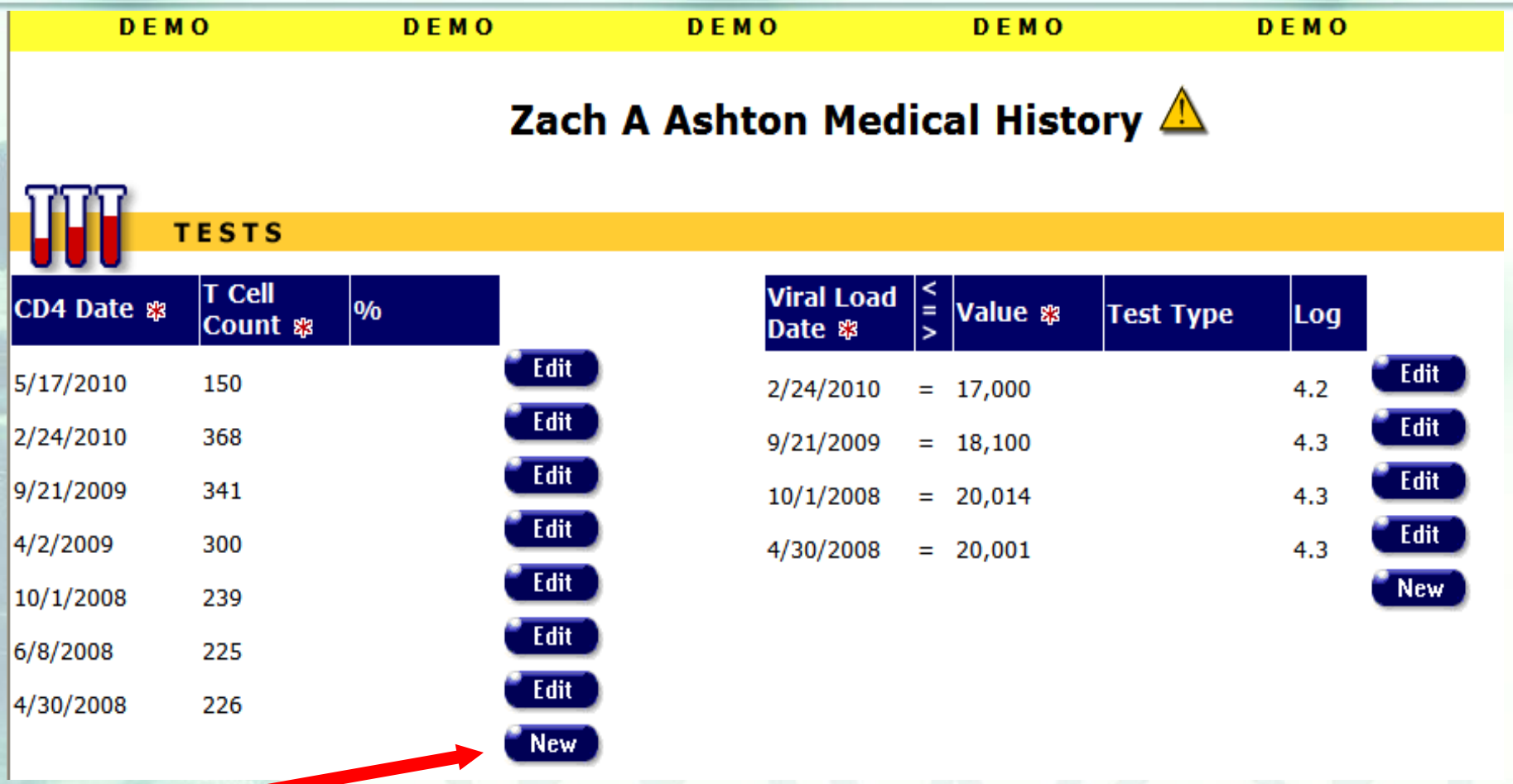
| Field | Definition |
| --- | --- |
| Most Recent CD4 | The most current CD4+ T-Cell count including the date of testing and the lymphocyte percentage. |
| Lowest CD4 | The lowest recorded CD4+ T-Cell count including the date of testing and the lymphocyte percentage. |

# Click *Edit* from the Medical History Read-Only screen.

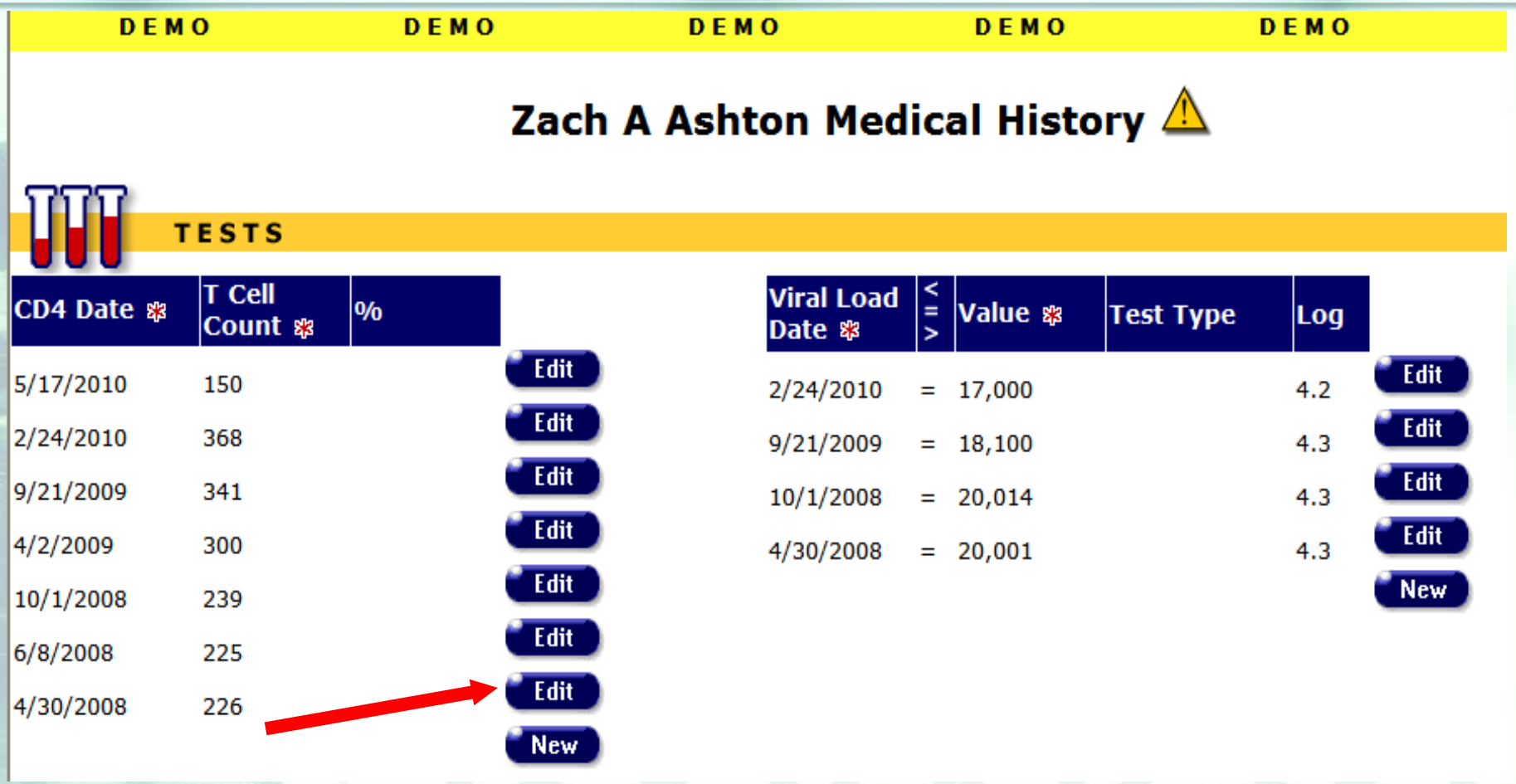


# The CD4 fields will be displayed at the top of the screen under *Tests*.

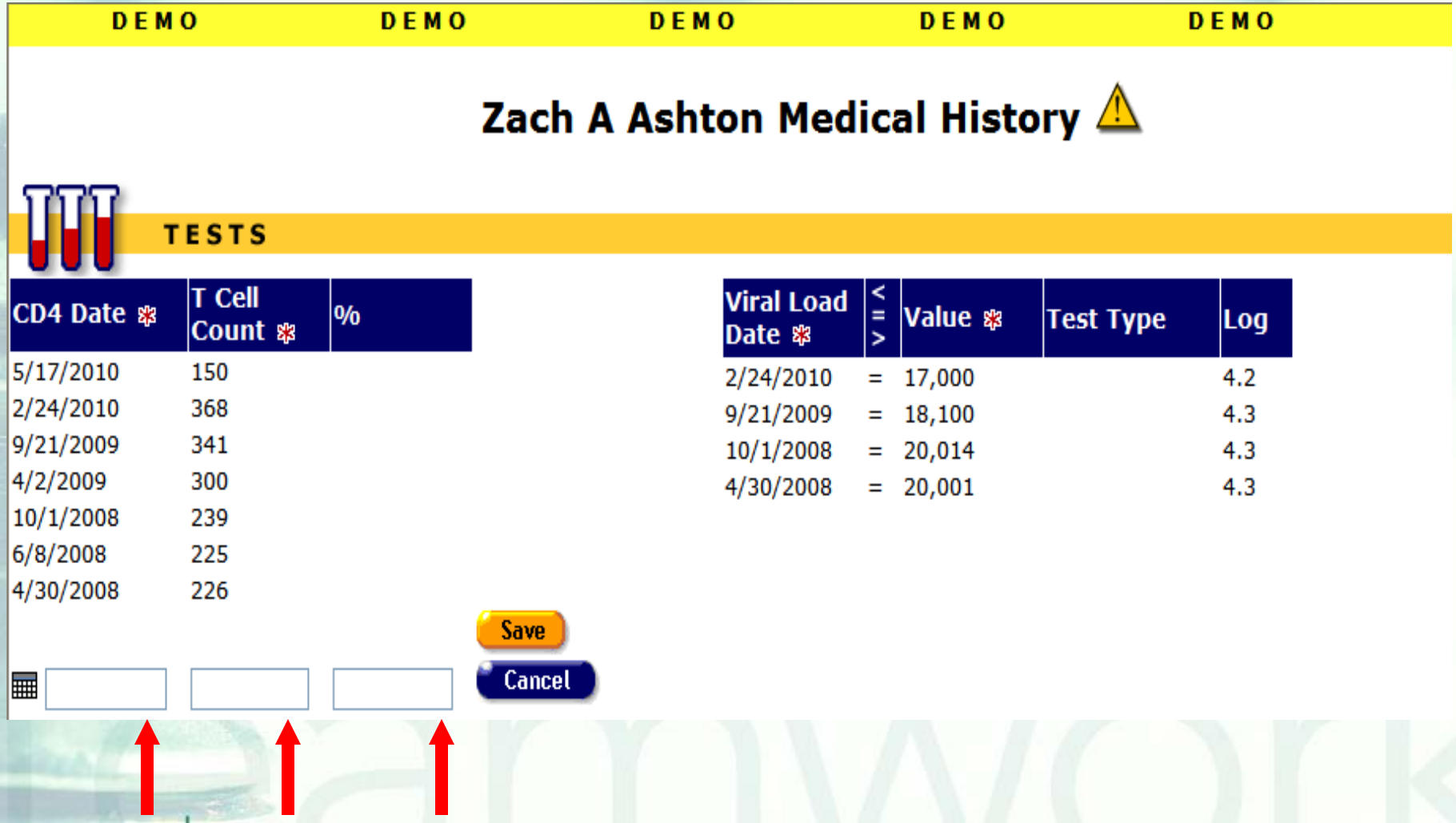
# To enter a new CD4 Count, click *New* under the appropriate field.



# To edit an existing CD4 Count, click *Edit* next to the appropriate field.



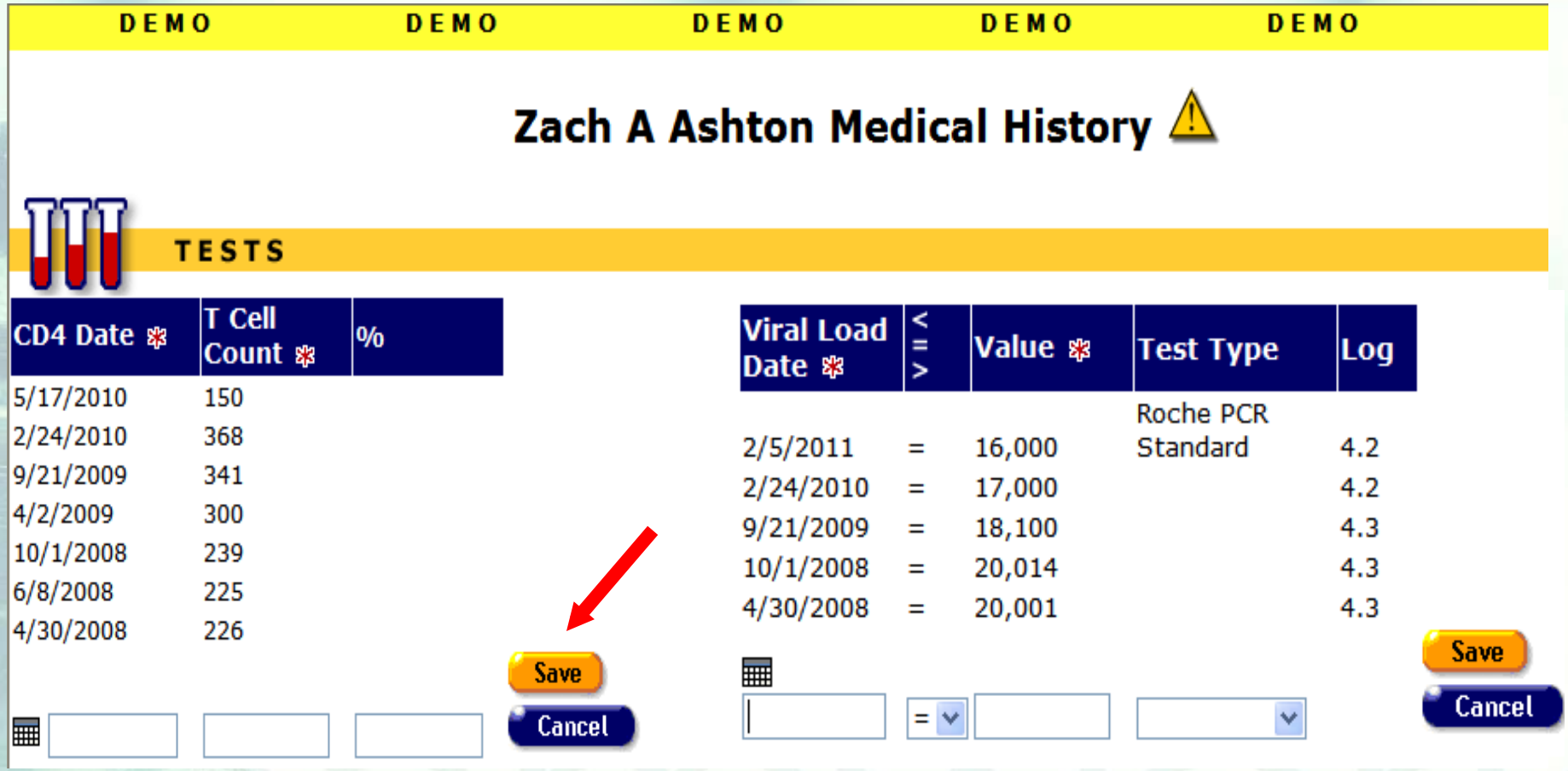
# When you click on *New* for CD4 count, the *CD4 Date*, *T-Cell Count*, and *T-Cell Percentage* data entry boxes will be displayed.



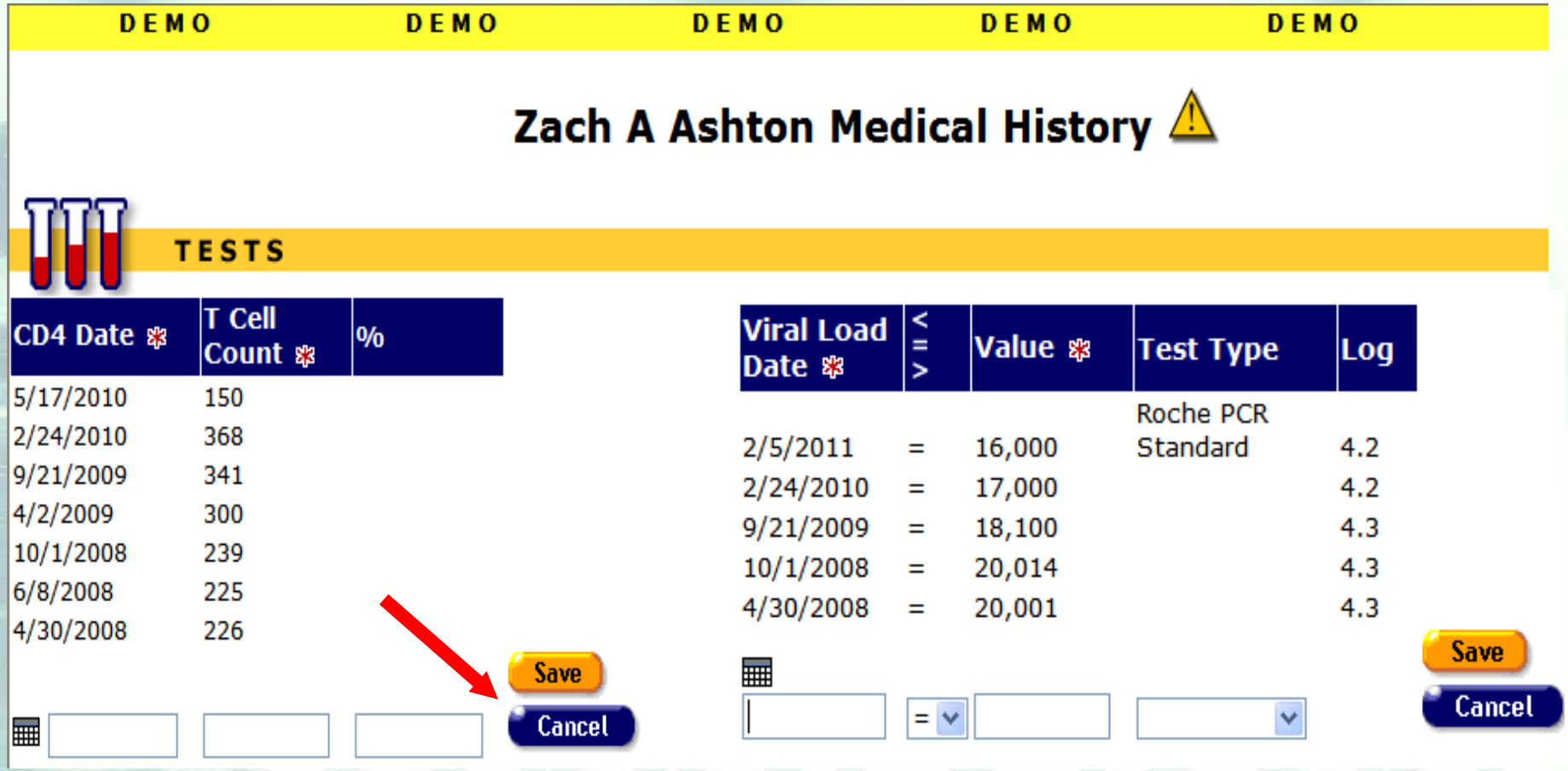
# CD4 Count: Field Definitions

| CD4 Fields | Definition |
|---|---|
| **CD4 Date** | Enter the date the CD4 test was administered. Format MM/DD/YYYY. You can also use the calendar pop-up by clicking the calendar icon. For each field, use the dropdown lists to select the month and year, and then click the specific date to enter it into the date text field. The calendar window automatically closes. |
| **T Cell Count** | Enter the client's new T-cell count. |
| **%** | Enter the client's new T-Cell percentage. Do not include the % sign; ARIES will supply this. If you do not know the percentage, leave it blank. Do not enter 0. |

# Don’t forget to click the *Save* button after you have entered the appropriate CD4  Count Information.



# Click the *Cancel* button if you do not wish to save the information.



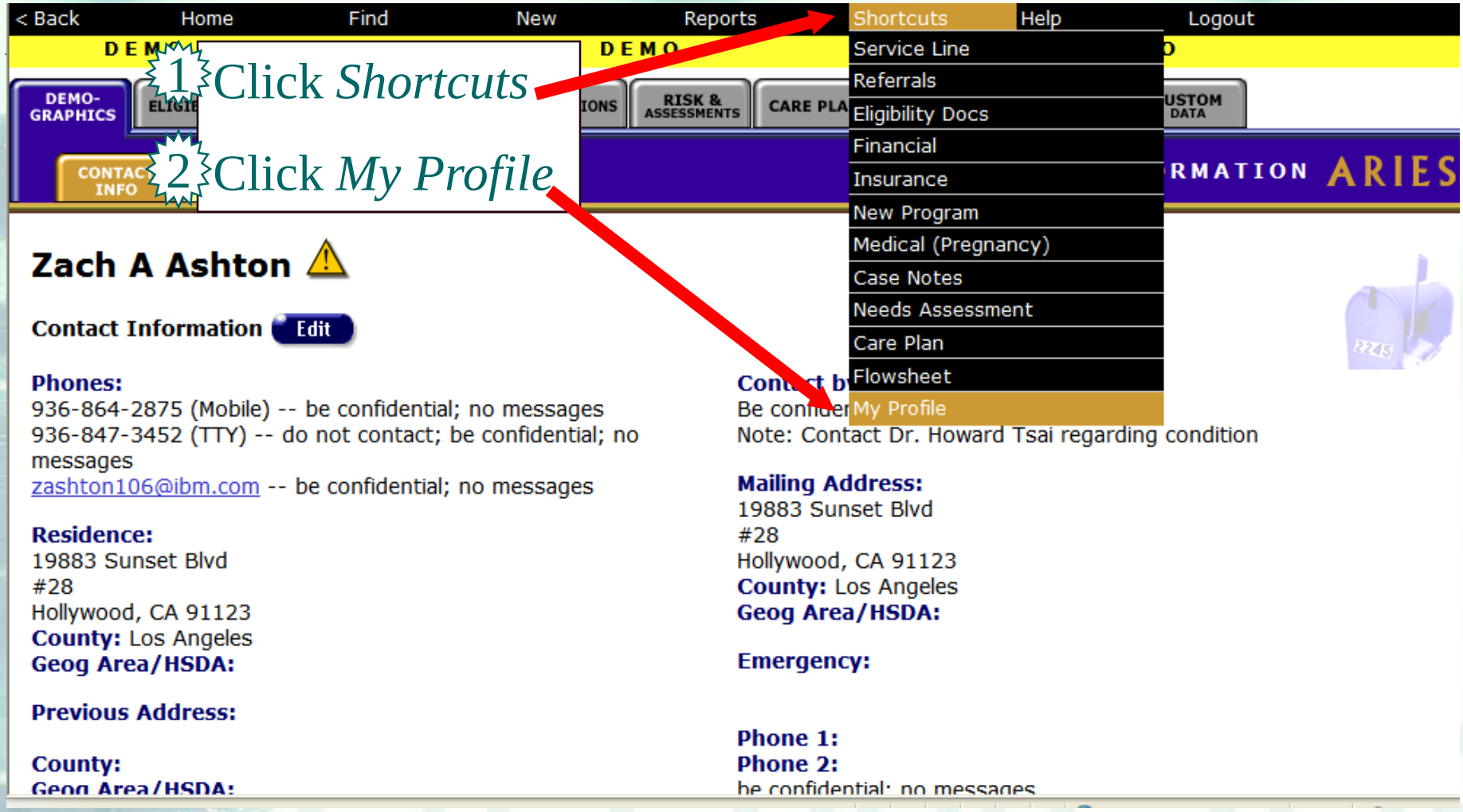
# Tips for Collecting CD4 Counts

- Remember, if you are a medical provider, this field is required for the RSR.
- Providers should use lab results or documentation whenever possible rather than relying on the client self-reporting the information.
- If possible, have staff double check the entries.
- If the client is a share client, you will be able to see CD4 counts that other agencies have entered.
- The percent field for CD4 is not required. You can leave it blank. Do not enter 0.

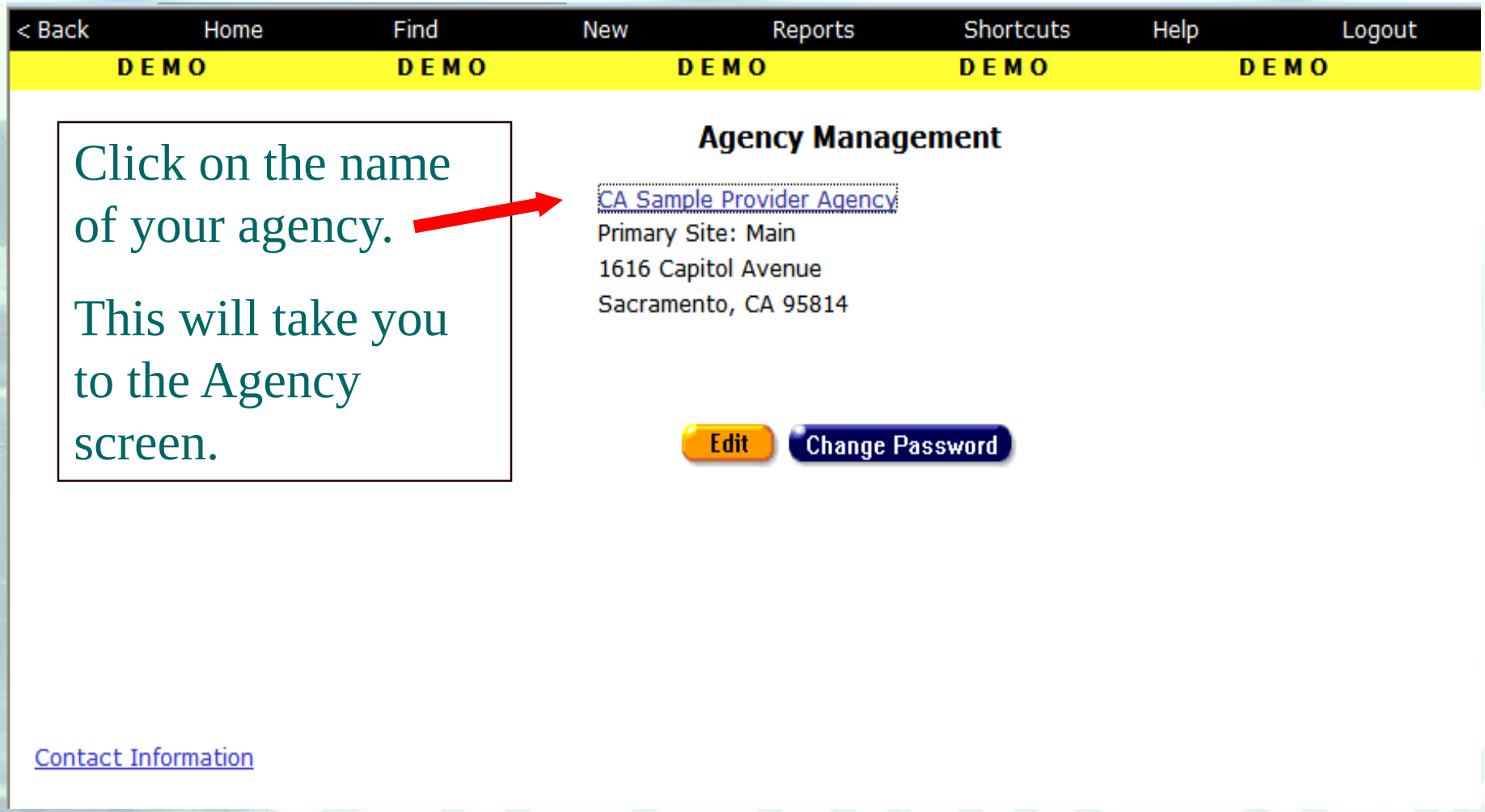
# Lab Batch Data Entry

- The Lab Batch Data Entry tab allows for batch entry of CD4 (and Viral Load) test results in a single location. This saves significant time over the task of retrieving individual clients' records and tabbing to their medical screen to enter data.

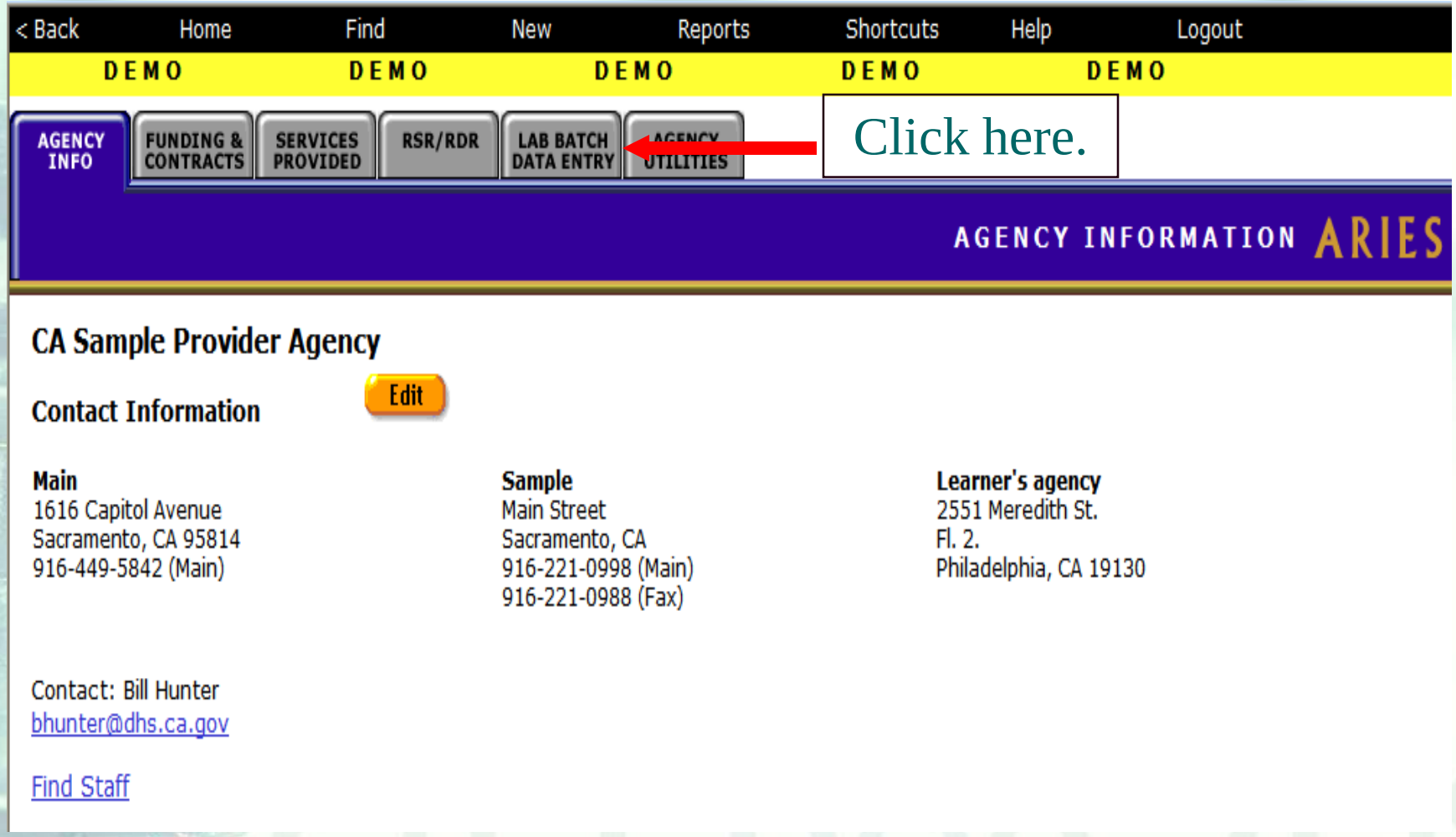
# ARIES Lab Batch Data Entry is located in the Agency screen.



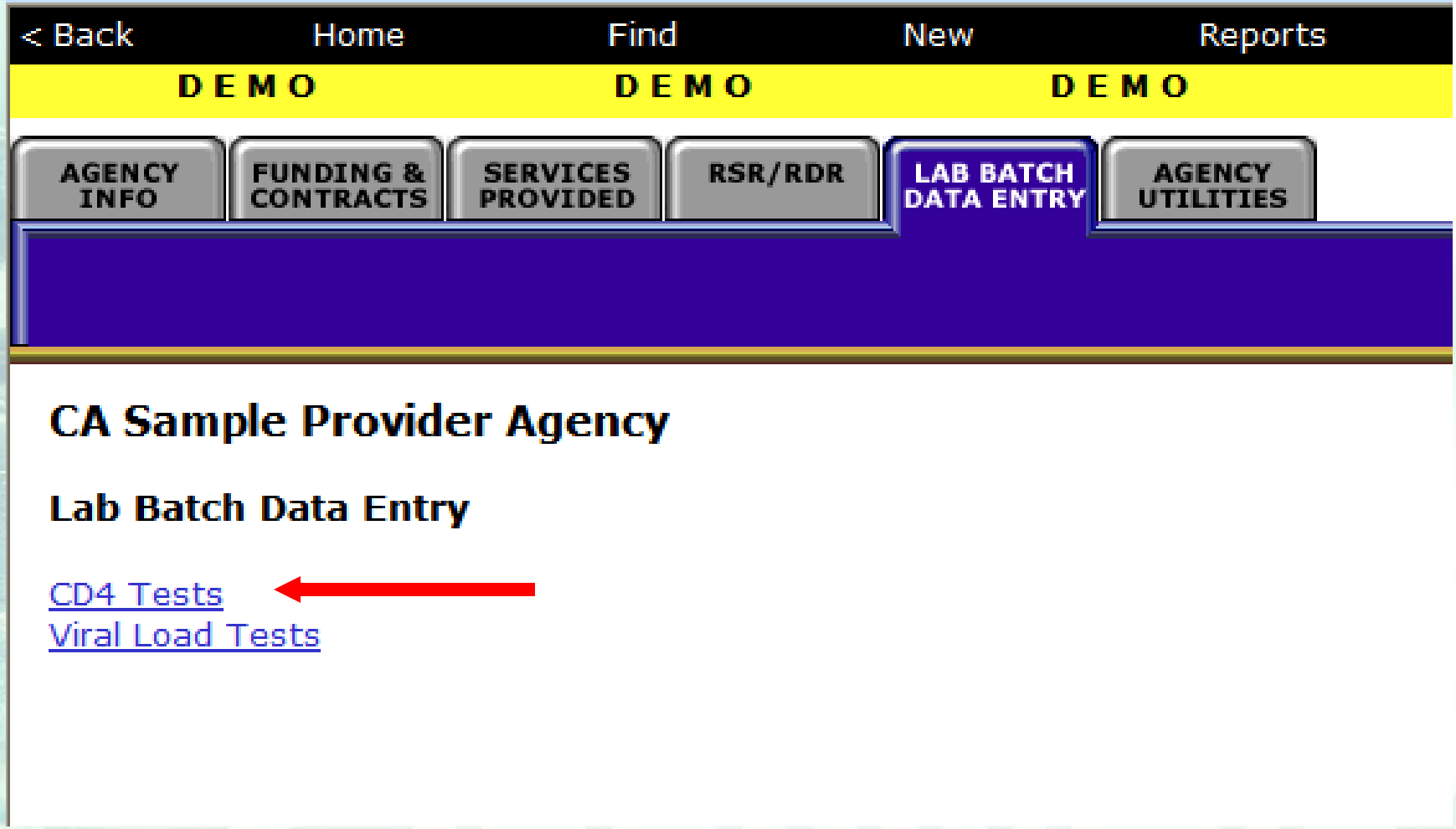
# Navigating to the Agency Screen



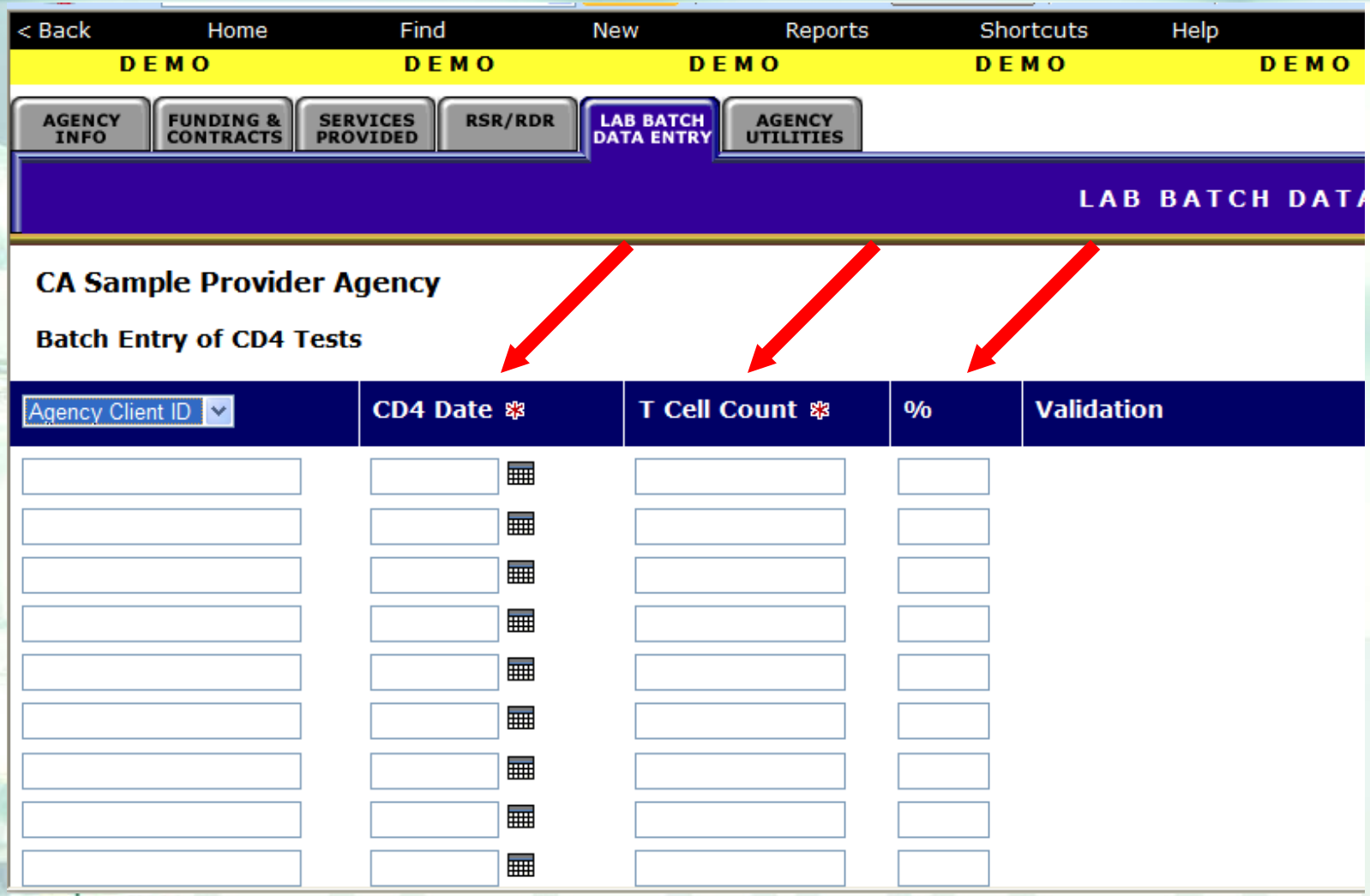
# Once your agency name is displayed, you will see the *Lab Batch Data Entry* tab.



# To enter CD4 Tests, click the *CD4 Tests* link.



# If you click on the CD4, many of the same fields are displayed as on the *Medical History* tab.



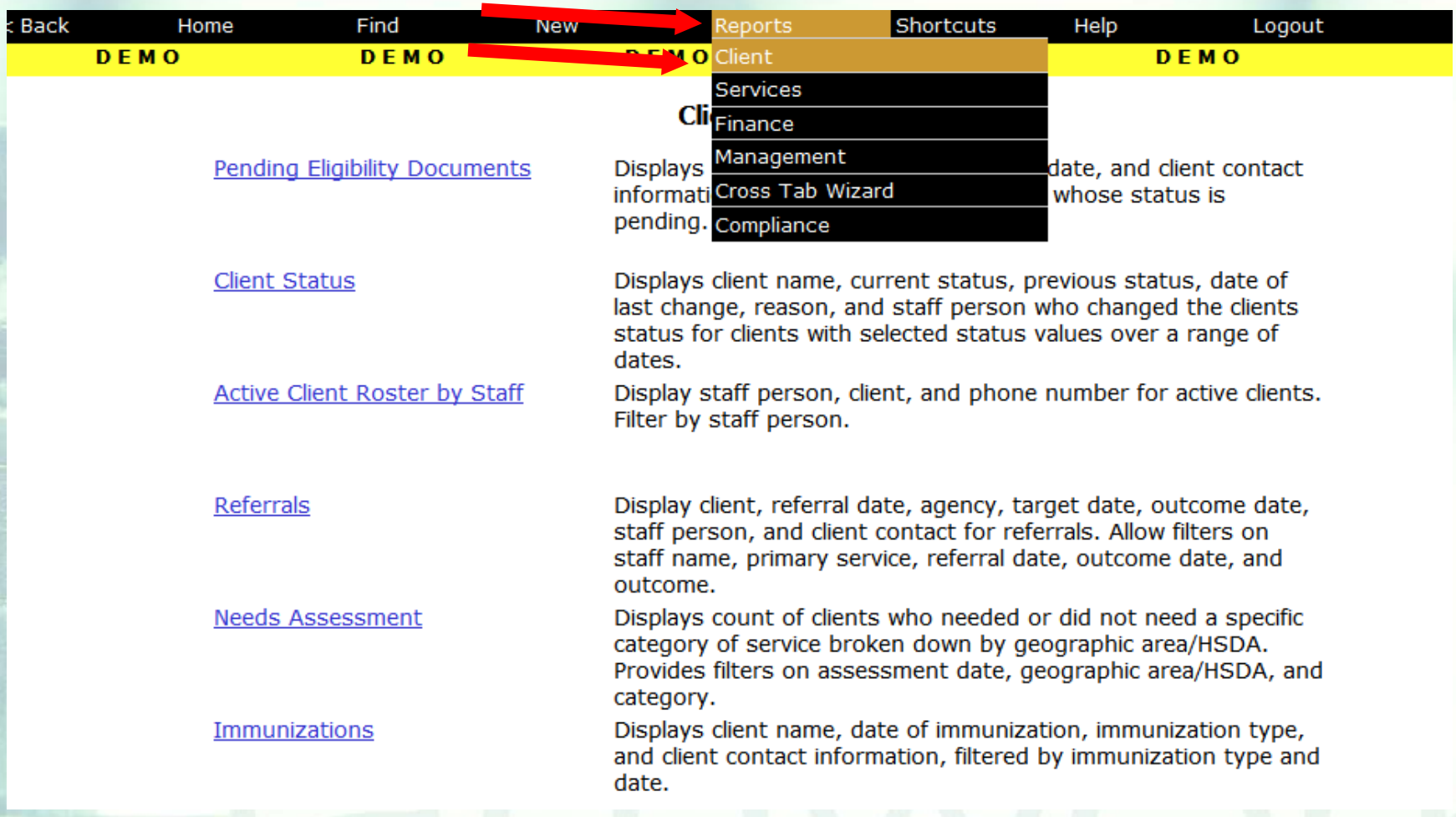
# Two new fields are displayed for CD4 in Lab Batch Data Entry

| CD4 Fields | Definition |
|---|---|
| **Identifier Drop-Down** | Select the identifier to be associated with the data entered: Agency Client ID, Agency Program ID, or Extended URN. |
| **Validation** | If your entry included errors, they will be displayed in red in the Validation column once you click the *Save* button. If you have made an error, you can correct them in the appropriate field and click *Save* again.<br>Examples:<br>1. No client found with provided AgencyClientID; or<br>2. Multiple clients found with AgencyClientID provided |

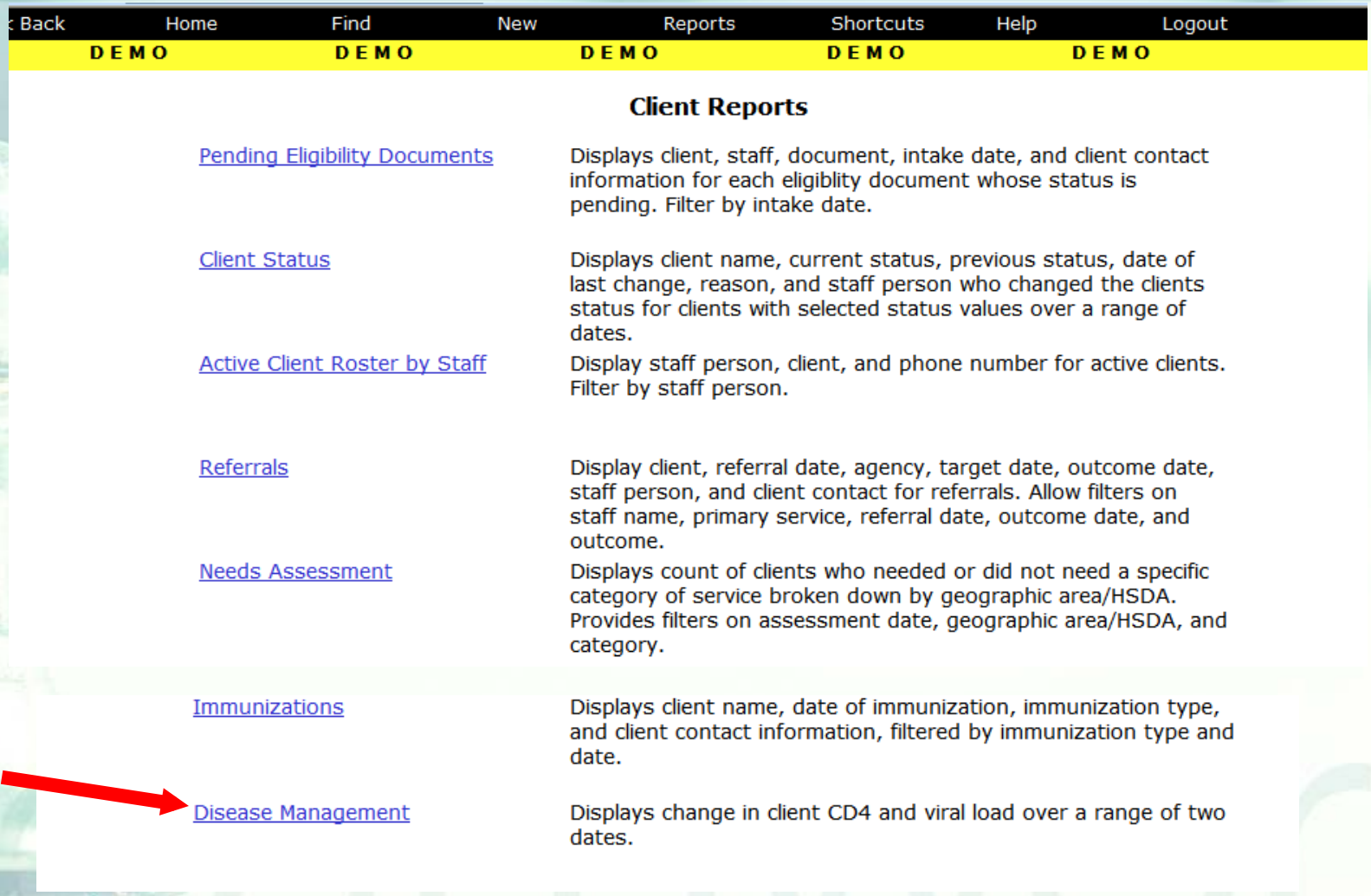
# Disease Management Report

- The Disease Management Report allows providers to compare clients' CD4 (and VL) test results over two time periods.
- This can give a broad view of your clients' progress at your agency.
- You can report on CD4 lymphocyte testing (and Viral Load testing) by entering initial and final testing dates. The report will include all clients who received testing within those two time spans. For example, you can compare the CD4s of clients from two different years.

# To locate the *Disease Management* report, go to *Reports* and select the *Client* menu.

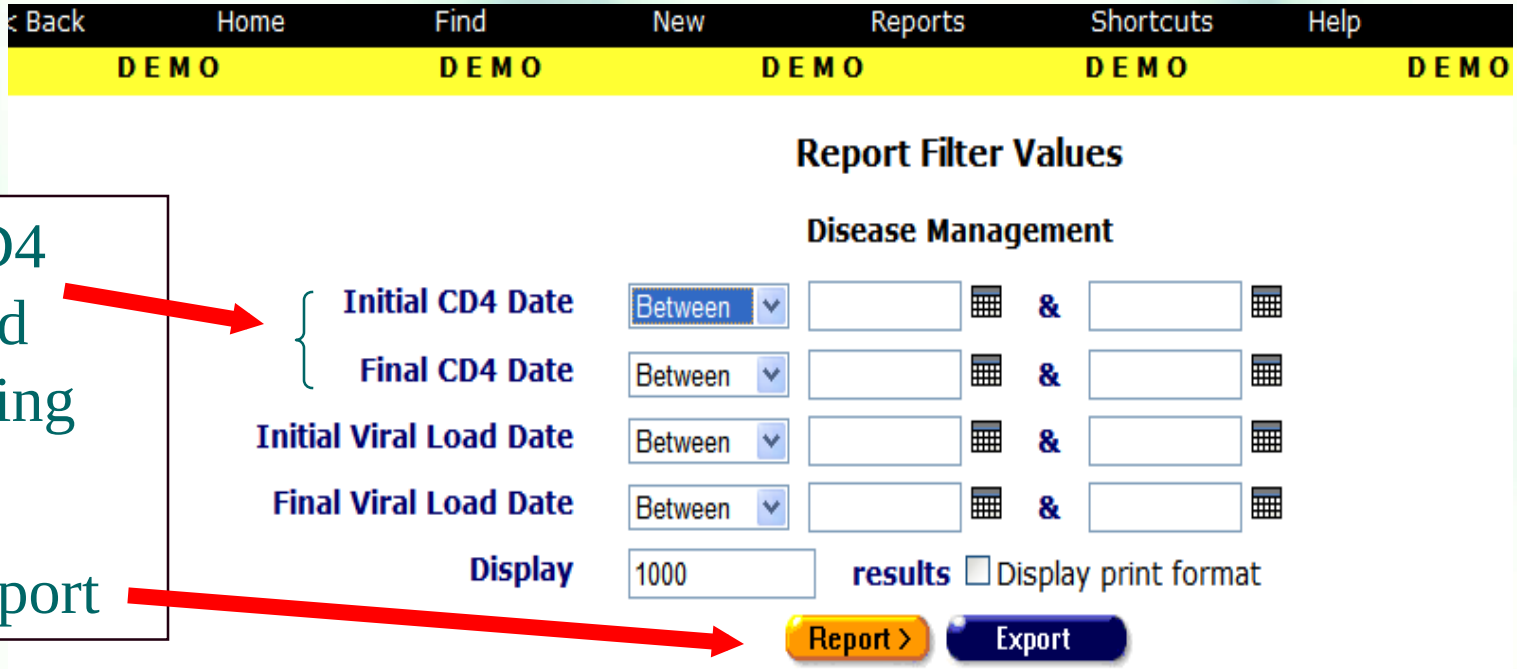


# To display the report, click the *Disease Management* link.



# Next, the Report Filter Screen is displayed. This will help you narrow the scope of your report.

1. Enter CD4 initial and final testing dates.
2. Click Report



# *Disease Management* Report Filters

- Use the date filters to specify a time span. From the drop-down list, select *Between*.
- Enter the dates you wish to filter by in the text fields using the format MM/DD/YYYY. E.g., for January 23, 2010, enter 1/23/2010. You can also click the calendar icon to use the pop-up calendar.
- Enter the beginning date in the first text field and the ending date in the second text field. Your report results will include all clients who received testing from 12:00 AM on the first date to 11:59 PM on the second date. For example, entering 6/23/2010 in the first text field and 6/27/2010 in the second text field and clicking *Search* will display all clients who received testing from June 23, 2010 through June 27, 2010.

# *Disease Management* Report Filters

- Most likely, you will enter the same time spans for both CD4 and Viral Load testing.

- When you have finished entering your filter parameters, click the Report button to display your report.
  **Tip:** If you know you have entered the correct parameters and would like to export the data from this point without displaying your report, click the ***Export*** button.

# *Disease Management Report*

- The Disease Management Report results display a table sorted by the Extended URN value. From left to right, the table lists the client's Gender, the client's HRSA Race, the staff person assigned to them, their CD4 count from the first time span, their count from the second time span, and the percentage difference between the two values. Each value of the CD4 tests has an associated date of the test.

- At the bottom of the table, the number of records and the time and date of the report display. Beneath that are the filter parameters specified in the previous screen.

# *Sample Disease Management* Report

## Disease Management

| urnExtended | gender | Race, with Hispanic | Staff | CD4 Init | CD4 Init Date | CD4 Final | CD4 Final Date | CD4 Change | Viral Init | Viral Init Date | Viral Final | Viral Final Date | Viral Change |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| WLTE1007591FSO | Male | White (not Hispanic) | Amaro, Karen | 366 | 5/3/2011 | 329 | 9/1/2011 | decreased > 5% | 2902 | 5/4/2011 | 20 | 9/1/2011 | decreased > 5% |
| JRWP0819762SCA | Female | White (not Hispanic) | Smith, Maria | 484 | 5/6/2011 | 491 | 11/4/2011 | same +/- 5% | 710 | 5/6/2011 | 6360 | 11/4/2011 | increased > 5% |
| DROKE09217029TT | Female | White (not Hispanic) | Watson, Dominic | 712 | 1/25/2011 | 573 | 10/20/2011 | decreased > 5% | 48 | 1/25/2011 | 20 | 10/20/2011 | decreased > 5% |
| PTSA0222585999 | Male | White (not Hispanic) | Amaro, Karen | 433 | 5/13/2011 | 446 | 11/10/2011 | same +/- 5% | 48 | 5/13/2011 | 20 | 11/10/2011 | decreased > 5% |

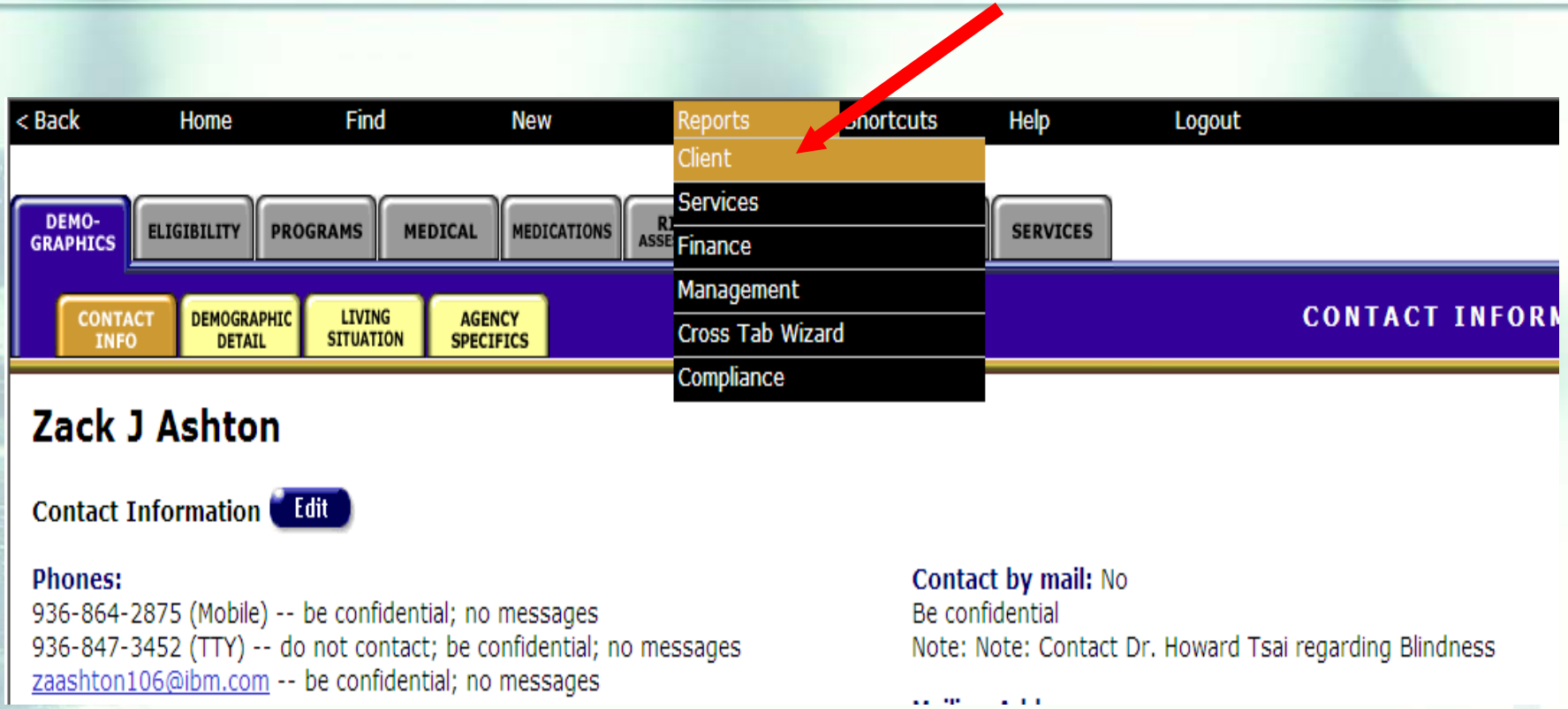
1000 records, generated 3/26/2012 3:56:58 PM

Criteria: Filter 1 BETWEEN '1/1/2011 12:00:00 AM' AND '12/31/2011 12:00:00 AM' AND Filter 2 BETWEEN '1/1/2011 12:00:00 AM' AND '12/31/2011 12:00:00 AM' AND
Filter 3 BETWEEN '1/1/2011 12:00:00 AM' AND '12/31/2011 12:00:00 AM' AND Filter 4 BETWEEN '1/1/2011 12:00:00 AM' AND '12/31/2011 12:00:00 AM'

# Running the *Fix-It Report*

- Some of your records need attention. We have designed a report that will help you find records in your agency that need CD4 Counts corrected and/or updated.

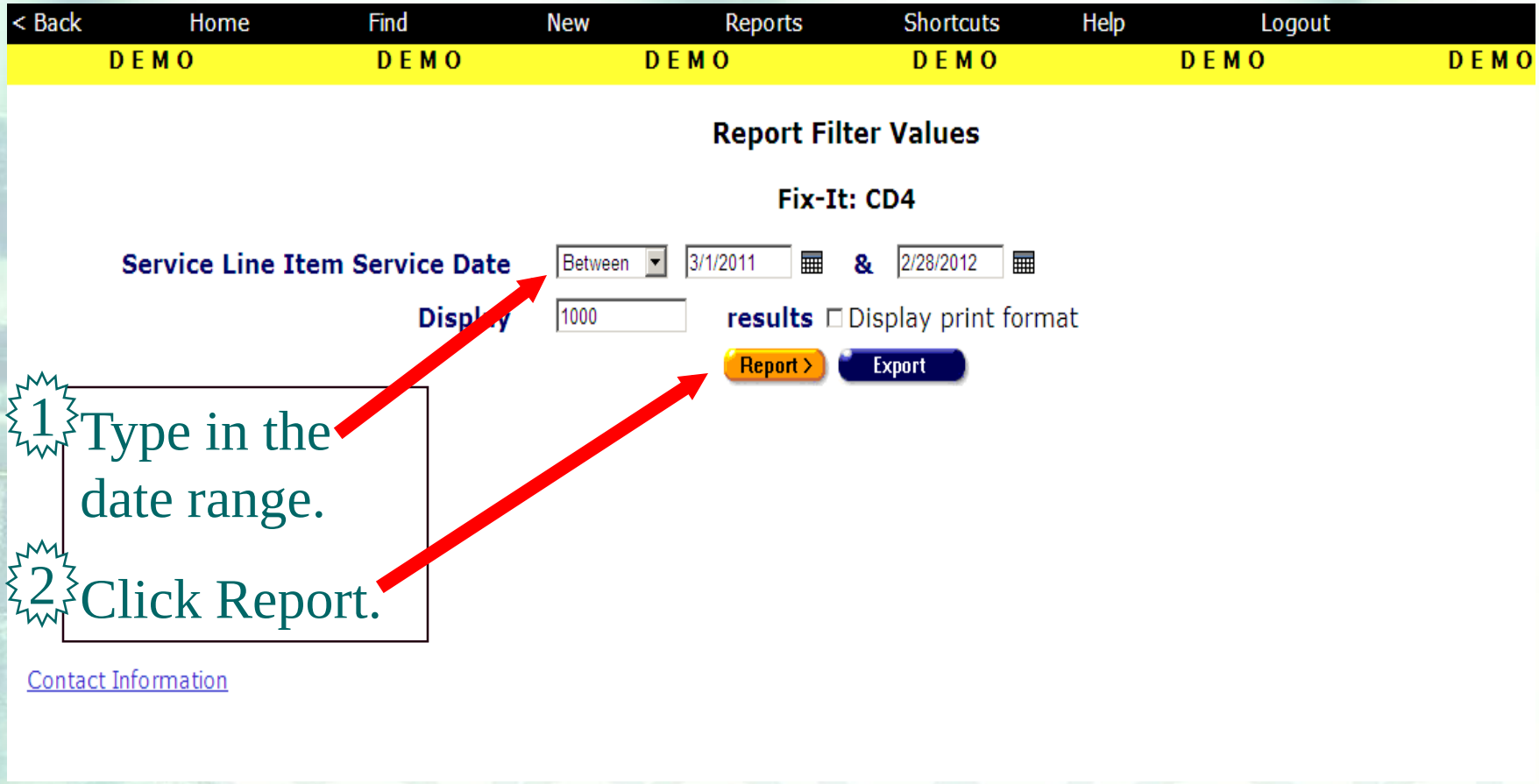
# To locate the *Fix-It: CD4* report, go to *Reports* and select the *Client* menu.



# The *Fix-It: CD4* report is located toward the bottom of the *Client Report* page.

| | |
|---|---|
| Clients on ART Medications | The date range filter selects clients who had a service within the period. For the End Date filter, select "Is Null" -- this means the report only counts the client if the client is still taking the drug. To count clients if they have EVER taken the drug, leave the End Date filter blank. |
| Fix-It: Proof of Income and Residency | Lists clients served within a date range and whether there are Proof of Income and Proof of Residency Eligibility Documents at ANY agency not more than 6 months old. Expiration based on TODAY's date, not end date of reporting period. |
| Client Name and Primary Staff | Lists clients in alphabetical order with the client's primary staff person. For Display Order filter, select "=" from the dropdown, then enter "1" in the first criteria field. |
| Fix-It: CD4 | Lists clients served within a date range and any problems with CD4 tests |

# Once you click on the report link, the *Report Filter Value* page will be displayed.



# Running the *Fix-It Report*

- What will appear is a report showing all records for clients served by your agency during the specified date range.
- Error messages will indicate which records need attention and why.
- The report will look something like this…

# Sample *Fix-It CD4* report

< Back | Home | Find | New | Reports | Shortcuts | Help | Logout

DEMO DEMO DEMO DEMO DEMO

**Fix-It: CD4**

| ARIES ID | Client | R/A | CDC Disease Stage | OAMC/MCWP | Errors |
|---|---|---|---|---|---|
| 100041656 | Ramirez, Andrea | false | HIV positive, disease stage unknown | Yes | QM WARNING - Only 1 CD4 Test in Last Year, Lowest CD4 (189) Indicates AIDS, |
| 100008291 | Smith, Joseph X | false | HIV positive, disease stage unknown | Yes | QM WARNING - Only 1 CD4 Test in Last Year, Lowest CD4 (1) Indicates AIDS, |
| 100005776 | Ashton, Nancy J | false | CDC-Defined AIDS | Yes | QM WARNING - Only 1 CD4 Test in Last Year, |
| 100016898 | 9000, Hal J | false | CDC-Defined AIDS | Yes | QM WARNING - Only 1 CD4 Test in Last Year, |
| 100015775 | Smith, Cathy N | false | HIV positive, symptomatic, not AIDS | Yes | QM WARNING - CD4 Tests less than 90 Days Apart, |
| 100045277 | Osmond, Marie | false | HIV positive, asymptomatic | Yes | No CD4 Test, |
| 100015775 | Smith, Cathy N | false | HIV positive, symptomatic, not AIDS | Yes | QM WARNING - CD4 Tests less than 90 Days Apart, |
| 100045277 | Osmond, Marie | false | HIV positive, asymptomatic | Yes | |
| 100045285 | Puente, Jackie A | false | HIV positive, asymptomatic | Yes | |
| 100013341 | DeLaCerda, Aaron F | false | HIV positive, disease stage unknown | No | No CD4 Test in Last Year, Lowest CD4 (100) Indicates AIDS, |
| 100006287 | Metcalfe, Darla K | false | CDC-Defined AIDS | No | No CD4 Test in Last Year, |
| 100045434 | Jeffery, Monique | true | | No | |

**12 records, generated 3/23/2012 1:01:33 PM**

*Criteria: Service Line Item Service Date BETWEEN '3/1/2011' AND '2/29/2012'*

Export

# Running the *Fix-It Report*

| | |
|---|---|
| No CD4 Test | No CD4 Tests have ever been entered for the client. |
| No CD4 Test in Last Year | Most recent CD4 Test Date is more than 365 days from **run date** of report. |
| Lowest CD4 (xxx) Indicates AIDS | Lowest CD4 Count is less than 200 and CDC Disease Stage is not "CDC-Defined AIDS" or "Disabling AIDS".<br>Note: the number in parentheses indicates the lowest CD4 count. |
| QM WARNING - Only 1 CD4 Test in Last Year | Only one CD4 Test was found in the 365 days prior to the **run date** of the report. |
| QM WARNING - CD4 Tests less than 90 Days Apart | Multiple CD4 Tests exist in the 365 days prior to the **run date** of the report, but the oldest and newest were less than 90 days apart. |

# Running the Fix-It Report

- Please look up the clients with error messages using their ARIES ID.
- Resolve the error by looking in client's charts and/or assessments for the missing or inaccurate information.
- To resolve errors that indicate the CDC Disease stage needs to be edited, go to the Medical History subtab (under the Medical major tab) to make the appropriate change.
- Then update ARIES accordingly.

# Questions & Answers

- Do you have any questions?

- **Additional Resources:**
  - This presentation is posted in the Training section of www.projectaries.org.
  - The **ARIES User Manual** can be accessed by pressing the F1 button while in ARIES.
  - The ARIES Help Desk can be reached at **866-411-ARIES (2743)**.

# Thank you!

- Thank for participating! We hope that this has been a productive use of your time.
- Together we can improve ARIES data quality!